



# CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Authorization to Hire a Transit Supervisor for Dial-A-Ride

MEETING DATE: May 18, 1994

PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: That the City Council authorize hiring a Transit Supervisor on a contractual basis to oversee the day-to-day operations of the Dial-A-Ride program.

BACKGROUND INFORMATION: In September, 1992, it became necessary for the City to assume the management and operation of Dial-A-Ride. Duties were restructured and Janet Keeter, Administrative Assistant to the City Manager, was assigned, on a half-time basis, to coordinate the Dial-A-Ride operation. Since that time, Ms. Keeter has devoted increasingly more time to economic development at the City Council's direction. It has become more apparent that a full-time supervisor is necessary to oversee the day-to-day operation and to ensure that the City stays in full compliance with transit regulations.

The Transit Supervisor will be responsible for ensuring that appropriate Dial-A-Ride staff is available when needed; train drivers regarding vehicle operation, safety and public relations; resolve problem issues with staff members; schedule staff for duty; respond to citizen complaints; monitor performance; oversee equipment maintenance; collect performance data; manage records for the California Highway Patrol; generate Section 9 reports for the Federal Transit Administration; and perform related duties.

The City will soon be embarking on the design and implementation of a fixed-route bus system which will be complimentary to the Dial-A-Ride system. It is anticipated that at implementation time, the Transit Supervisor would also oversee the fixed-route bus program until the City determines whether or not to contract out the transportation program to the private sector. Until such time as the City goes "on-line" with the fixed-route system, the Transit Supervisor would work diligently with Dial-A-Ride staff and with the transportation consultant to assist in the design and implementation of a new transportation program.

It is essential that the Dial-A-Ride staff have direct access to an immediate supervisor who is knowledgeable in transit regulations, codes, and safety issues. It is becoming more critical to have a supervisor for Dial-A-Ride now that the City receives federal funding for transportation.

APPROVED: \_\_\_\_\_

THOMAS A. PETERSON  
City Manager



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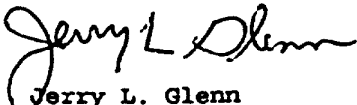
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This position would be established on a temporary contract basis until the fixed route system is implemented, and a cost benefits analysis has been completed to determine whether these programs should be administered by the City or on a contractual basis.

The salary range will be established at \$2,672.38-\$3,248.29 per month.

FUNDING: FTA funds

Respectfully submitted,

  
Jerry L. Glenn  
Assistant City Manager

JLG:br

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CITY OF LODI

May 18, 1994

## **TRANSIT SUPERVISOR**

### **DEFINITION:**

Under general direction, plans, organizes and supervises the operations of the City's demand response transit system; coordinates assigned activities with other divisions, outside agencies and the general public; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED:**

Exercises direct supervision over drivers, dispatchers and related staff. Receives direction from the Assistant City Manager.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Prepares grant applications and ensures compliance with grant funding requirements.
- Hires, trains, and evaluates drivers, dispatchers and other City employees involved in transit operations.
- Investigates and responds to complaints, accidents and emergencies.
- Prepares and maintains a variety of records, data and reports.
- Develops and administers policies and procedures concerning transit operations.
- Prepares and maintains shift schedules.
- Prepares requisitions and purchase orders.
- Prepares, monitors and administers division budget.
- Coordinates vehicle and equipment maintenance.
- Performs transit duties such as dispatch and driving as needed.
- Monitors and evaluates transit operations, identifies and
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Federal, State and Local laws and regulations governing public transit system operations and grant funding.
- Modern transit system operating principles and practices.
- Supervisory principles and practices.
- Basic mathematics and account record keeping.

**MINIMUM QUALIFICATIONS (Cont'd):**

**Ability to:**

Plan, organize and direct transportation operations.  
Analyze operating conditions and problems and recommend and implement appropriate solutions.  
Plan, organize, assign, supervise, review and evaluate the work of others.  
Prepare reports and compile statistical data.  
Establish and maintain cooperative relationships with those contacted in the course of work.  
Operate transit vehicles safely and effectively.  
Conduct performance appraisals, counsel employees, prepare documentation and recommend discipline and merit recognition.  
Read and interpret rules, policies and procedures.  
Research complaints, problems and prepare responses for management, including composing correspondence.  
Operate standard office equipment including microcomputer software.  
Maintain tact, poise and professional demeanor under adverse circumstances.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

**Education:**

Equivalent to a Bachelor's degree with major coursework in public or business administration, transportation and planning, or a related field.

**Experience:**

Three years in public transit operations, one of which shall have been in a lead capacity.

**LICENSES AND CERTIFICATES:**

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

PERSONAL SERVICE CONTRACT

TRANSIT SUPERVISOR

AND

CITY OF LODI

It is agreed between the City of Lodi (City and the undersigned employee, \_\_\_\_\_, as follows:

1. Employment by the City as Transit Supervisor is of an undetermined time.
2. Employment shall commence on \_\_\_\_\_.
3. Medical, Dental and Vision insurance coverage for employee and Dependents shall be provided by the City.
4. Employee shall be enrolled in the Social Security System.
5. Employee shall accrue vacation at a rate of 3.08 hours per pay period under the same provisions as other City of Lodi employees.
6. Employee shall observe the following holidays:
  - . New Years Day
  - . President' Day
  - . Memorial Day
  - . Independence Day
  - . Labor Day
  - . Thanksgiving Day
  - . Christmas Day
  - . Three (3) Floating Holidays
7. Employee shall accrue sick leave with pay at a rate of 3.70 hours per pay period. Such sick leave shall not vest and may only be used for personal illnesses.. upon termination of this employment contract, all unused sick leave will divest without compensation.

It is further understood and agreed that this contract may be terminated with or without cause. If termination is based on the City's desire to withdraw from the Transit Programs, City shall give tow (2) weeks notice to the employee.

8. The salary shall be as follows: \_\_\_\_\_.

9. Employee shall be eligible for annual review and merit increase.

CITY OF LODI,  
a municipal corporation

\_\_\_\_\_  
THOMAS A. PETERSON  
City Manager

\_\_\_\_\_  
Transit Supervisor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
JENNIFER M. PERRIN  
City Clerk

Approved as to Form:

\_\_\_\_\_  
BOBBY W. McNatt  
City Attorney

RESOLUTION NO. 94-56  
\*\*\*\*\*

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE HIRING OF A TRANSIT SUPERVISOR ON A  
CONTRACTUAL BASIS TO OVERSEE OPERATIONS OF  
THE DIAL-A-RIDE PROGRAM

\*\*\*\*\*  
WHEREAS, in 1992 it became necessary for the City to assume the management and operation of the Dial-A-Ride program; and

WHEREAS, the duties of managing the day-to-day operations were assigned to the Administrative Assistant to the City Manager on a half-time basis; and

WHEREAS, the Administrative Assistant to the City Manager is now devoting increasingly more time to economic development at the City Council's direction; and

WHEREAS, it has become more apparent that a full-time supervisor is necessary to oversee the day-to-day operations and to ensure that the City is in full compliance with transit regulations;

RESOLVED, the Council hereby approves the hiring of a Transit Supervisor on a contractual basis, and hereby approves establishing a salary range of \$2,672.38 - \$3,248.29 per month for the Transit Supervisor position.

Dated: May 18, 1994

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I hereby certify that Resolution No. 94-56 was passed and adopted by the Lodi City Council in a regular meeting held May 18, 1994, by the following vote:

Ayes: Council Members - Mann, Snider and Sieglock (Mayor)

Noes: Council Members - Davenport, Pennino

Absent: Council Members - None

  
Jennifer M. Perrin  
City Clerk